

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDI/COMIREX *
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		11
2 Drawer (free standing)		5
4 Drawer (correspondence)		13
5 Drawer (correspondence)		2
All purpose (with doors)		
Map and Plan File		
Kardex (_____ Slides)		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		1
5 Drawer (correspondence)		8
Map Cabinet Sections		1
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
20- Drawer Card (73/8x31/4 size card; 28" inches per drawer)		1
2- Drawer Card (" size card; 16" inches per drawer)		8
OTHER (describe)		

Continue on reverse side

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SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36"	9	6-38	63	189
Library type					
Book Case Sections	33"	9	1 - 4	20	55
Tape shelves					
Conserv-A-File (roll out units)	42-3/4"	1	10	10	66-2/3
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
Bookcase	42"	3	1 - 2	2	9
Bookcase (Open)	34"	6	2	6	16-1/2
✓ Mosler-Harbor Shelf Cabinet w/door (15")	72"	3	7	21	126
✓ Mosler-Harbor Shelf Cabinet w/door (18")	72"	1	7	7	42

REMARKS:

Include number of secure and vault areas in which records are stored 3**

*Including EXSUBCOM and ICRS.

**Vaults -

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FLOOR SPACE UTILIZED BY FILING EQUIPMENT
O/DD/I (COMREX)

<u>Type of Equipment</u>	<u>Quantity</u>	<u>Floor Space</u> (Sq. Ft.)
√ Safe, 2-drawer, Free standing	5 (2@10sq. ft; 3 under single top)	52
√ Safe, 4-drawer	13	130
√ Safe, 5-drawer	2	20
√ Cabinet, 4-drawer	1	10
Cabinet, 5-drawer	1 <i>new pump</i>	10
Book-case Sections (w/sliding doors)	9	57.6
Book-case (Open)	3	12.3
Conserva-File (Roll-out) (w/5x7 card trays)	1	13.
Mosler-Harbor Shelf Cabinet (w/sliding doors) 15" shelves	3	33.9
Mosler-Harbor Shelf Cabinet (w/sliding door) 18" shelves	1	15.
Card File (20-drawer)	1	9
Card File (2-drawer)	8	6.7

NOTES: Above listing does not include filing equipment that does not utilize unique floor space (e. g. under desk safes, bookcase shelves placed on desk tops) nor does it include filing equipment located in a vaulted storage area. It does include, however, filing equipment located in a vaulted area that is used as regular office work space.

Square footage figures are based on instructions given by the Records Administration Staff. They do not reflect the true situation because in many instances space in front of filing equipment is utilized for other than filing purposes when that particular file is not being referred to.